



## Application Package for the 2002 Executive Potential Program (To Be Completed by the Applicant)

Name \_\_\_\_\_

Home Address \_\_\_\_\_

(Kept confidential upon request)

Work Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Title \_\_\_\_\_ Series \_\_\_\_\_ Grade \_\_\_\_\_

Social Security Number \_\_\_\_\_ Education ☐ HS ☐ AA ☐ BA/BS  
☐ Masters ☐ Ph.D.

Years of Government Service \_\_\_\_\_ Years of Supervisory Experience \_\_\_\_\_

**\*All application materials must be submitted to the Graduate School, USDA through the appropriate agency channels and must be accompanied by an SF-612, 171 or resume and an approved training form such as an SF-182, 1556 or 350. Letters of recommendation will also be accepted.**



Application Package for the  
2002 Executive Potential Program  
(To Be Completed by the Applicant)

Immediate Supervisor-s Name \_\_\_\_\_

Supervisor-s Title \_\_\_\_\_ Telephone Number \_\_\_\_\_

Supervisor-s Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency Nominating Official \_\_\_\_\_

Title \_\_\_\_\_ Telephone Number \_\_\_\_\_

Agency Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Application Package for the 2002 Executive Potential Program

### ***Purpose for Applying*** (To Be Completed by the Applicant)

Applicant-s Name \_\_\_\_\_

#### **Part A:**

Please state your purpose for applying. How will your participation in the Executive Potential Program support your career goals over the next 3-5 years?

#### **Part B:**

How will your participation in the Executive Potential Program support the accomplishment of your agency-s mission upon completion of the program?



Application Package for the  
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***Developmental Accomplishments***  
(To Be Completed by the Applicant)

Applicant's Name \_\_\_\_\_

Describe three career or personal developmental accomplishments that you have had within the past five years and under each accomplishment list the self-study, on-the-job training, formal training courses, developmental assignments or other learning activities that you undertook to achieve each one. Finally, explain how the accomplishment contributed to a developmental objective.

**Accomplishment #1:**

**Accomplishment #2:**

**Accomplishment #3:**



Application Package for the  
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***Formal Training/Awards***  
(To Be Completed by the Applicant)

Applicant's Name \_\_\_\_\_

**PART A:**

Please list all formal training courses (programs) you have completed in the last five years that relate to your leadership, supervisory or managerial development.

**PART B:**

Please list awards and recognition you have received both on and off the job.



Application Package for the  
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***Evaluation of Performance***  
(To Be Completed by the Supervisor)

Applicant's Name \_\_\_\_\_

**Narrative Evaluation of the Applicant's Performance**

Please provide a written narrative of the applicant's current performance.

Supervisor's Signature \_\_\_\_\_

Supervisor's Title and Telephone Number \_\_\_\_\_



Application Package for the  
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***Assessment of Potential***  
(To Be Completed by the Supervisor)

Applicant's Name \_\_\_\_\_

This assessment should focus on indicators of potential such as educational pursuits, self-study, formal training, developmental work assignments, membership and leadership on teams, special assignments and involvement in voluntary civic/community activities demonstrating leadership qualities.

Supervisor's Signature \_\_\_\_\_

Supervisor's Title and Telephone Number \_\_\_\_\_